



RICHMOND POLICE DEPARTMENT GENERAL ORDER

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or case in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

Chapter 3	Number 11	Effective Date 07/07/09	Review Date 2012
Subject USE OF POLICE TRAINING FACILITIES		☐ New Order	
References VLEPSC ADM.06.01, PER.03.06		☒ Replaces G.O. 3-11, (01/10/05)	
 _____ Chief of Police or Designee		07/07/09 _____ Date	

I. PURPOSE

The purpose of this *directive* is to establish the policy and procedure for using the police training facilities. This *directive* consists of the responsibilities and procedures for all members of the Department.

II. POLICY

A. Members of the Richmond Police Department are urged to make use of the training facilities offered by the **Police** Training Academy. Just as proficiency in firearms can be attained only through practice, the human body can be assured of good physical condition only through proper exercise. ***All employees are encouraged to maintain their general health and physical fitness levels.***

B. The Police Training Academy will also be made available to eligible organizations for meetings and training when there is no conflict with Department training activities.

III. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this General Order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division Commander to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated.

IV. PROCEDURE

A. General:

The Academy is open from 0700-2100 hours Monday-Friday. All usage (including set-up and clean up) must fall within this time frame.

B. Accountability for Facility:

The Richmond Police Academy is a state-of-the-art facility encompassing millions of dollars in equipment and resources. This policy will ensure that proper accountability is provided for this facility.

1. Garage Entry System:

- a. The covered garage located at the Academy has limited parking available. This area is reserved for ***Command Staff***, authorized staff, approved specialized vehicles and Academy vehicles.
- b. All other vehicles parked in this area must have prior approval from the ***Officer-in-Charge (OIC) of the Training Academy***.
- c. Requests for approval must be made ***by email*** to the ***OIC*** of the Training Academy.

2. Key Entry/Alarm Access:

- a. Key entry and alarm access is restricted to Academy personnel and those persons approved by the ***OIC of the Training Academy***.
- b. Requests for approval must be made by email to the ***OIC*** of the Training Academy.
- c. A log of all individuals who have access will be maintained by the ***OIC*** of the Training Academy.

C. Security Measures:

1. ALL Police Department employees must display an Identification (ID) Card when not in uniform. A color coded pass system will be utilized for other authorized guests.
 - a. Green – Facility management
 - b. White – Vendors
 - c. Yellow – Regular Visitors
 - d. Blue – Visiting Agencies
2. ALL City employees must display a picture ID while at the Training ***Academy***.
3. Other agency visitors must display a picture ID card or display a Department issued identification card while visiting the facility.

4. Virginia Union University (VUU) – Only those students currently registered for a class held at the Training Academy are authorized to enter the building. A class roster will be submitted to the Academy staff and maintained at the front desk. VUU students will check in at the front desk, and their school identification card will be verified against the class roster before being admitted in the building. Students must display a school issued identification picture or Department pass while visiting the facility.
5. Sign In – ALL non-departmental employees and visitors must sign in while visiting the Training Academy. Upon leaving, non-department employees and visitors must sign out and return the pass.

D. Meeting Room Usage:

1. The **Training** Academy is available to eligible organizations for meetings and training whenever possible. However, the primary function of development and training of Richmond Police personnel cannot be adversely affected by such facility usage.
2. Eligible Organizations:
 - a. Law Enforcement Organizations – Any law enforcement organization that is recognized by the Department of Criminal Justice Services and Federal law enforcement agencies are eligible to use the facility.
 - b. Community Organizations – Organizations and community groups working in conjunction with the police to improve the quality of life in the City of Richmond.
 - c. City Agencies – Any Department or division of the City of Richmond after being approved by the OIC *of the Training* Academy.
 - d. In-House – Any division, operation or detail of the Richmond Police Department.
 - e. Any group or organization using the building for any purpose after 1700 hours will be **encouraged to provide** a greeter. Greeters must be Civilian Police Academy graduates, Neighborhood Assistance Officer (NAO) or a graduate of any RPD Theme Academy. Greeters will be responsible for checking in and monitoring the attendees of their respective event. The Richmond Police Department representative working with the group will be responsible for personally scheduling any event.
3. All eligible groups, with the exception of in-house, shall be limited to no more than one meeting per quarter unless otherwise authorized by the OIC *of the Training* Academy.
4. The Richmond Police Academy must receive all requests from eligible organizations **and/or in-house personnel** for rooms and accommodations **by email no less than** 15 days in advance of the intended date of usage. The OIC of the Training Academy may waive this requirement on case-by-case bases.

5. The Academy is equipped with audio and visual aids. The aids needed for a particular class or meeting must be listed in *the email request*. The Academy will not provide outside organizations with supplies such as writing instruments, paper, flip charts, etc.
6. Multi-jurisdictional Schools – Outside law enforcement agencies requesting space for multi-jurisdictional schools must submit a detailed description of the course(s) to be taught. The agency will be notified upon approval by the OIC *of the Training Academy*.
7. All organizations must provide for set-up, breakdown and clean up after each session. Failure to abide by or conform to any of the aforementioned policies and procedures may result in the suspension of *Training Academy* usage privileges.

E. Conduct:

In keeping with the tradition of high standards and professionalism, all persons using the facility shall adhere to the following rules. They shall apply during all training sessions and *Training Academy* visits.

1. Dress Code:
 - a. Casual business attire and grooming standards appropriate for a normal working situation will be required during classroom training sessions.
 - b. No shorts, sandals, blue jeans, sleeveless shirts, or shirts without collars will be allowed.
 - c. Clothing that promotes racism, sexism, profanity and other derogatory language is prohibited.
2. Parking – All parking on the upper deck *will be* for employees only. Under normal circumstances, visitors will use the front parking lot and parking along Graham Road. The *OIC of the Training Academy* may authorize the use of the upper deck parking to non-employees in the event the visitor parking becomes insufficient.
3. Telephone Use – The Training Academy’s telephone number is (804) 646-6117. Telephone calls may be made from any “general access” location (weight room, 3rd floor lounge, etc.). Staff and secretarial office telephones may not be used. If necessary, the conference room telephone may also be used for business calls.
4. Pagers/Cellular Phones – It is mandatory that all pagers are set to the “vibrate” mode and cellular phones must be turned off while in class. All non-emergency calls must be returned only during breaks.
5. Messages – All non-emergency messages will be placed on the front reception desk. All students are asked to inform their office that they can be reached while at the Academy at 646-6117.

6. Weapons – Weapons should be worn in such a manner as not to damage seats and furnishings.
7. Food and Drink:
 - a. No food or drink is allowed in any classroom without prior approval.
 - b. A microwave oven, vending machines, coffee, soft drinks, juice, and snacks are located on the third floor.
 - c. All drink and food products must be consumed either in the third floor lounge area or outside.
8. Tobacco Products – The use of tobacco products of any kind is prohibited inside the Training Academy. This includes smokeless tobacco products. Use of tobacco products is limited to the exterior portion of the building. Waste should be disposed of properly.
9. Classroom – All students will report promptly to classes. This will include returning from lunch and any break time.

F. Fitness Center:

1. General:
 - a. The following people are authorized to use the fitness facility: All Richmond Police employees, their spouses and their children (16 years and under with supervision); retired personnel, their spouses and their dependent children; guests approved by the Chief of Police or the OIC of the Training Academy; City employees who hold an executive position (Directors); law enforcement personnel who are attending training at the Academy and the Richmond Commonwealth's Attorney, Deputy Commonwealth's Attorneys and Assistant Commonwealth's Attorneys. Police Department employees are authorized to bring one accompanied guest into the facility. Authorized guests are not allowed to bring other guests.
 - b. To ensure that only authorized personnel use the fitness facility after normal business hours, the facility will be locked at **1700** hours. Department personnel will be able to access the area by using their locker room keys.
 - c. All guests must sign a waiver form before using the facilities. These waiver forms are available in the staff office.
 - d. Police officers and civilian employees of the Richmond Police Department are authorized to use the training facilities at the **Training** Academy. Spouses and children 16 or older are allowed to use the entire gym facility provided a waiver form has been signed. Children under the age of 16 can use the basketball area but must be supervised by an adult.

Note: Participation in recreational programs and fitness activities involves an inherent risk of physical injury. It is advisable for each participant to be medically cleared by a physician prior to pursuing a fitness program.

- e. All injuries occurring inside this facility should be reported to the Training *Academy* staff immediately.
 - f. The priority for use of the gymnasium, racquetball court and fitness center will be as follows:
 - 1) Organized fitness/training programs for recruits, *officers* and in-service training.
 - 2) Intramural sports activities.
 - 3) Unorganized recreation programs for incumbent officers and civilian employees.
 - 4) Unorganized recreation programs for recruits.
 - 5) Special events (health and fitness seminars).
 - g. The usage of the gymnasium, racquetball court and fitness center is a privilege. Failure to adhere to posted rules and regulations will result in administrative actions, including cancellation of privileges to use any of the athletic facilities in the Police Academy.
 - h. Dress Code – Cut-offs, shorts with rivets, buttons, zippers, large snaps on the exterior of the clothing or belt loops are prohibited. Clothing that promotes racism, sexism, profanity and other derogatory language is prohibited.
2. Racquetball Court:
- a. All persons will wear non-marking tennis shoes while using the racquetball facility. Street shoes are strictly prohibited.
 - b. Eye protection will be worn at all times while using the courts.
 - c. Court time is limited to one (1) hour if another group is waiting.
 - d. Reservations must be made at least one day in advance to ensure court time. The reservation book is maintained in the racquetball area.
 - e. Eating, drinking and the use of tobacco products are prohibited in the racquetball area.
3. Gymnasium:
- a. This multi-purpose facility is used for basketball, volleyball, aerobic dancing, defensive tactics, etc.

- b. The appropriate court shoes are recommended to reduce injuries. Street shoes are strictly prohibited.
 - c. All equipment used must be returned to its original storage place.
 - d. No equipment will be removed from the Training *Academy* without staff approval.
 - e. In the event that more than one group wishes to use the gym at the same time, every effort will be made to share (i.e., half court instead of full court games).
 - f. Eating, drinking and the use of tobacco products are prohibited in the gymnasium area.
4. Weight Room:
- a. All users are asked to bring a towel to work out in this facility to wipe perspiration from the equipment.
 - b. All persons will wear tennis shoes while in this area. Street shoes are strictly prohibited.
 - c. Use of any of the equipment *by non-departmental employees* is prohibited unless a waiver has been signed.
 - d. Eating, drinking and the use of tobacco products are prohibited in the weight room. Only water is allowed in the weight room.
 - e. To reduce the risk of injury, a partner is required when using the heavy free weights.
 - f. Care will be exercised to avoid dropping weights on the floor. The slamming of weights is prohibited.
 - g. No equipment will be removed from the weight room.
 - h. Weight plates will not be leaned against a wall at any time. Each user is responsible for returning the plates to the storage tree.
 - i. The use of aerobic equipment (rowers, stair climbers, treadmills and stationary bikes, etc.) is limited to thirty (30) minutes if there is anyone waiting to use the equipment.
5. Locker Room:
- a. Lockers are for daily use only *unless authorized by the OIC of the Training Academy*.
 - b. *Users* must supply *their* own locks.

- c. All unauthorized locks will be cut off. All contents will be *stored at the Training Academy for no more than 30 days*.
 - d. The locker room is equipped with weapon security boxes. *Users must store their* service weapons while exercising.
 - e. Telephones in locker rooms are for business calls only.
 - f. The locker room will remain locked at all times. Locker room keys will allow access.
 - g. Visitors must use the pass key maintained at the reception desk.
6. Firearm Ranges (indoor and outdoor):
- a. General Safety Procedures – For the safety of all persons present on the Department ranges, the following rules must be strictly observed at all times:
 - 1) Treat every firearm as if it were loaded.
 - 2) Eye and ear protection will be worn while in the range area.
 - 3) Unless actually engaged in firing or a command to draw, bench or fire has been received, weapons shall remain empty and snapped in the holster at all times.
 - 4) Always double check to make sure the firearm is unloaded before starting a training exercise. Check the barrel for obstructions. If a weapon should be dropped during training, always unload and check the weapon for damage.
 - 5) All loading and charging will be done either on line or in the ballistic cabinet with the handgun pointed in a safe direction.
 - 6) Never anticipate a command on the range at any time. Do not go forward of the firing line unless it has been cleared and you have received instructions to go forward.
 - 7) When on the line, ensure that the weapon is pointed downrange when loading and/or decocking.
 - 8) If it is necessary for anyone to carry or bench a weapon, it shall be empty with the action open.
 - 9) There shall be no unnecessary conversation while on the firing line.
 - 10) While using the weapons cleaning room, all weapons will be cleared and unloaded.

- 11) When cleaning is completed, **persons will** properly dispose of trash and clean **the** workstation. Remember to wash hands.
- 12) No smoking is permitted at the indoor range facility.
- 13) Horseplay or unnecessary noise in the range area is prohibited.
- 14) Draw ammunition and reload before leaving the range area.

b. Indoor Range:

- 1) The **Training** Academy has a state-of-the-art indoor firearms range. This policy will ensure that the range is made available to all members of the Department in a way that meets the varied needs of the Department.
- 2) Any Richmond police officer may use the range during **Training** Academy operating hours as long as the range is not scheduled for other training activities and provided that the following procedures are recognized.
 - a) Officers must check-in with the Range Master before entering the range. The Range Master will ensure that all rules are followed and will issue ammunition. It is recommended that the Range Master be called at least a day in advance to reserve range time. **In addition**, officers who have **scored** below 80% **during qualifications** are encouraged to **arrange for an Academy Firearms Instructor to be present during their practice time if the Range Master is not available.**
 - b) Only police service weapons and ammunition will be fired on the range unless prior approval is received from the Range Master.
 - c) Upon completion of firing, clean the firing position. Return Department eye and ear protection to the proper location.

c. Outdoor Range:

- 1) The Caroline County Facility is utilized as an outdoor range. Approximately 10 acres of that area are being used to conduct training. The remaining acreage is wooded swampland that is not currently being used for training.
- 2) **Hunting on the property is prohibited.**
- 3) **All requests for use of the property for training purposes must be approved by the Range Master.**

7. Room 103 Auditorium:

- a. The auditorium is intended for use by Richmond Police Department personnel only. It can also be used by others at the discretion of the OIC of the Training Academy. Technology upgrades and general wear and tear have made it cost prohibitive for other groups to use this room.
- b. Only personnel that have been trained by qualified persons will be allowed to use the equipment. A list of approved users will be kept at the Training Academy.
- c. Academy staff will be contacted to gain access to the audiovisual equipment. Upon completion of equipment usage, a member of the *Training* Academy staff must be contacted to check and re-secure the equipment.

V. **ROLES AND ACCOUNTABILITY**

A. *Employees shall:*

1. *Receive prior approval from the OIC of the Training Academy to park in the covered garage;*
2. *Make requests to park in the covered garage by email to the OIC of the Training Academy;*
3. *Make requests for key entry and alarm access by email to the OIC of the Training Academy;*
4. *Display an ID card when not in uniform;*
5. *Request usage of the Training Academy by email no less than 15 days in advance of the intended date of usage;*
6. *Maintain a high standard of professionalism regarding dress, parking, telephone usage, pager/cellular phone usage, messaging, weapons, food and drink, tobacco product usage and classroom attendance when attending training at the Training Academy; and,*
7. *Adhere to all rules regarding the use of the Training Academy's fitness center, racquetball court, gymnasium, weight and locker rooms, firearm range and Caroline County's outdoor range facility.*

B. *OIC of the Training Academy shall:*

1. *Have the authority to approve requests to park in covered garage;*
2. *Have the authority to approve requests for key entry and alarm access;*
3. *Maintain a log of all individuals who have access to Training Academy; and,*
4. *Approve the usage of the Training Academy for eligible organizations.*

C. *Training Academy staff shall:*

1. *Maintain a current list of VUU classes and rosters held at the Training Academy at the front desk;*
2. *Verify the identity of VUU students against class rosters before admitting persons in the Training Academy; and,*
3. *Check and re-secure audiovisual equipment upon the completion of equipment usage.*

D. *Range Master shall:*

1. *Ensure that all rules are followed and will issue ammunition for officers using the range; and,*
2. *Approve the usage of weapons and ammunition to be fired on the range.*

E. *Firearm Instructor shall:*

Work with officers who have scored less than 80% to improve officers' scores.